



DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays



Department of
Human Services

Director - Community Services Block Grant

Job Title: DHS Program Director 1

Job Location: 505 Deaderick Street, Nashville, Tennessee 37243

ABOUT POSITION

JOB AND DIVISIONAL OVERVIEW

The Director of the Community Services Block Grant (CSBG) oversees an annual budget of approximately \$14 million, which is used by DHS's Community Action Agency partners to provide services to Tennesseans as a means of combating poverty and helping our customers meet their goals. The Director will supervise staff to assist in unit responsibilities, and will oversee all financial and programmatic aspects of CSBG. The position operates as a unit within the Child Care & Community Services Division of DHS.

This position reports to the Director of Operations and supervises two Program Coordinators and one administrative staff person.

RESPONSIBILITIES

- Lead development of a vision and priorities for the CSBG program, in partnership with stakeholders
- Represent the program to federal, state, and local partners
- Liaise with DHS Fiscal, Budget, Legal, and Procurement concerning CSBG financial matters and grants administration
- Draft and amend Annual Reports, the CSBG Model State Plan, and other deliverables to DHS federal partners
- Monitor CSBG contractor compliance with the CSBG contract and federal regulations
- Supervise staff who perform day-to-day program operations
- Conduct outreach with other state agencies and community partners to maximize impact of the CSBG program
- Oversee payment to and invoicing from CSBG contractors
- Develop and deliver a strategic system of technical assistance and supports to enhance community agency capacity

QUALIFICATIONS

- Bachelor's degree in social services, finance, or public policy and 5+ years' experience in one of more of these fields preferred or Bachelor's degree and five years of experience in social services, finance, public policy, grants management, economic or workforce development
- At least three years of previous supervisory experience preferred
- Experience with budget/fiscal work for a Government agency, including invoicing and disbursement of federal grant awards, is preferred
- Strong organizational skills and strong oral and written communication skills
- Ability to work independently and prioritize assignments
- Maintain excellent professional and interpersonal relationships and have the ability to take on multiple tasks

Travel Required: The Director may travel up to 5 times per month within Tennessee and less frequently for out-of-state travel. This may require an overnight stay depending upon the distance from Nashville. The Director will be reimbursed for all accommodations and other travel expenses and will receive a per diem for meals and incidentals.

Competencies

- Managing Vision
- Priority Setting
- Process Management
- Action Oriented
- Written Communication

For Information regarding State of Tennessee benefits please [click here](#).

How to apply / Target Salary Range:

- Qualified candidates should send a cover letter and resume to Talent.Management.DHS@tn.gov by October 22, 2019. All email submissions must include in the subject line: Community Services Block Grant Director
- Target Salary Range: \$51,552 – \$67, 008. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.